

City Council Meeting Minutes

**October 2, 2017
Library Meeting Room, 951 Spruce Street
4:00 PM**

Call to Order – Mayor Muckle called the meeting to order at 4:00 p.m.

Roll Call was taken and the following members were present:

City Council: ***Mayor Robert Muckle
Mayor Pro Tem Jeff Lipton
Councilmember Jay Keany
Councilmember Chris Leh
Councilmember Susan Loo
Councilmember Dennis Maloney
Councilmember Ashley Stolzmann***

Staff Present: ***Meredyth Muth, City Clerk***

Others Present: ***June Ramos, Facilitator***

FACILITATED TEAM MEETING

Mayor Muckle called the meeting to order at 4:03 pm. He stated this meeting is a team building session to discuss how the Council can better work as a group.

June Ramos stated the outcomes today should be a list of ideas of how better to work as a group as well as identifying a good process for onboarding with the new City Manager. This is a chance for a dialogue among the members of Council to discuss challenges and ideas for better work.

She asked the members what their desired outcomes are for the meeting. Members stated:

- Increase effectiveness of decision-making body for the community;
- Discuss meeting process;
- Discuss relationships with staff;
- Tie in this work to the process of hiring new city manager;
- Learn more effective communication tools;
- Explore commonalities for relationship with new city manager;
- Honest communication about areas of concern;

City of Louisville

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- How to leave meetings with everyone having similar expectations;
- Improve focus and efficiency in meetings and work plan;
- Improve relationships with staff and use new city manager to make that better;
- Have a rhythm and order in meetings;
- Increase trust between councilmembers at meetings;
- Come to meetings with an open mind and no agenda;
- How better to maintain efficiency while also allowing for flexibility when it is necessary in meetings.

The group reviewed the data in the packet. Ramos asked if anything was a surprise or really interesting in the data. Members generally stated the comments were candid; action-oriented, and specific. Members noted the data was good and the Council is engaged and, for the most part, working well together.

Members discussed ideas to make the meetings more efficient including how to be prepared for a meeting and how to encourage good deliberation.

Ramos noted there is a lot of commonality and agreement in the data and similarity in thinking among members; everyone wants to improve so this is a great place to start.

Ramos asked what is already working well. Members stated:

- The group gets a great deal of work done;
- People are willing to share a dissenting point of view;
- We represent the entire city very well, regardless of personal points of view;
- We are good at referring things to specific councilmembers as appropriate.

Ramos stated the data shows that these areas need improvement:

- Meeting effectiveness;
- Roles and responsibilities, policy versus operations;
- General communication;
- Focusing on priorities and objectives given limited resources;
- Conflict management.

MEETING EFFECTIVENESS

Regarding meeting effectiveness members stated the following:

- Overestimate what we can get done in a meeting/too many things on the agenda;
- Need better agenda management/time management for agenda items;
- Should use study sessions more effectively; call a special meeting if needed;
- Should not have executive sessions at the end of the meetings; no one makes good decisions that late;
- Need to do a better job of self-regulation;
- Asked mayor to bring the discussions toward conclusion more/facilitate more;

- Clarify what needs to be discussed/decided for the agenda item;
- Would like to have staff reports framed to ask Council to discuss specific things; specifically list the questions that need to be answered;
- Stick to standard flow of the meeting;
- Use the committees more to frame the issue before it comes to Council and; state committee findings in the staff report;
- Spend more time telling staff what we want for each item on the advanced agenda; more explanation on the advanced agenda;
- Don't want to be surprised by items not expecting on the agenda;
- Items show up on the agenda with no notice;
- Items change from what Council thinks the item is to what is actually presented at the meeting; Council expects one thing based on the title on the advanced agenda, but gets something totally different; members ask for a simple presentation on what our current policy is but it turns into a huge item of how to update or change the policy;
- Applicant presentations should be concise (limited to 10 minutes); include applicant presentations in packet;
- When an item comes back to Council a second time, clearly identify the new information in the staff report so don't have to read the entire thing again and find the new information;
- Put more items on the consent agenda

Members discussed ways to change or better enforce the 3-minute public comment rule. Need to let people feel they have been heard but also be efficient. Need to be consistent and fair amongst all members of the public. Have a timer or clock so the citizens can see what the time is. Need to be equitable and fair to all citizens. Members discussed if the number of minutes allotted for public comments should be changed.

Members discussed pros and cons of possibly using more of Robert's Rules of Order and procedure.

ROLES AND RESPONSIBILITIES

Ramos noted this should be a discussion with the new city manager. Members discussed how/when to stay out of the weeds;

- How to better determine what is the appropriate role of council;
- How to get the city manager to participate more in discussions and clarify when it is appropriate;
- How to give clear direction to the city manager;
- How to reframe the consensus to make sure staff is on the mark;
- Possibly moving the city manager and city attorney to a staff table from the dais;
- Is Council treating staff appropriately in meetings; are the expectations we have of staff appropriate;
- Expectations of finished, quality work from staff;

- How to create a culture of partnership with staff where disagreement and challenge is ok;
- City manager needs to manage Council and Council expectations as well as staff.

COMMUNICATION

Members discussed how to better communicate amongst staff and Council:

- All members of council should get the same information from staff; if responding to an email or question from one councilmember, cc all councilmembers;
- Staff should cc all of council on email responses to residents when council involved;
- Inform all Council members of what was discussed at meetings with other Council members;
- Need city manager to follow up with Council members from ward meetings with other Council members;

Members discussed some items they want to discuss with the new city manager to set expectations.

Members discussed their roles as council liaison to the various boards and what the expectations should be.

ADJOURN

Members adjourned the meeting at 8:00 pm.

Robert P. Muckle, Mayor

Meredyth Muth, City Clerk